

1 May 1961

MEMORANDUM FOR THE RECORD

SUBJECT: OFFICE OF PERSONNEL APPLICANT CARD FILE

March 28, 1961

STAT [] Executive Officer, Office of Personnel, called relative to assistance from the Records Management Staff in selecting suitable equipment for the Applicant Card File. He said [] had already done some work pertaining to equipment and he would like to proceed to explore various types of equipment suitable for this file. I suggested that this be a joint project and [] agreed that he would have [] call me. STAT

March 30, 1961

STAT Met with [] office with [] and discussed the objectives of the project. It was agreed that [] would work with me until the project was completed. I made a tour of all the personnel files in Office of Personnel and discussed some of the problems with [] the supervisor. I requested [] STAT to get the following information:

- a. Present volume
- b. Rate of growth
- c. Number of references
- d. Source of information for establishing files.
- e. Present space requirements
- f. Number of people maintaining and searching file
- g. Space allocated for this file and other personnel files in the New Building.

3 April 1961

STAT [] came to my office to say that he was in process of contacting a number of equipment companies to get information. I suggested that this may not be necessary because we had an up-to-date file of all types of equipment. He looked at the file for a short time and said he had an appointment with a representative of Remington Rand and would call me later. I furnished him with a comparative chart of Card File Equipment which we had previously prepared and suggested that this would be adequate for our purposes. He advised that he would call me later in the day relative to when we could get together again.

4 April 1961

STAT

[] called. Said that he was sick and couldn't meet with me until later.

5 April 1961

STAT

[] came to the Shelf Filing Workshop at 1717 H Street and left when it was about half finished. He said that he had an emergency job to do and would call me later.

12 April 1961

STAT

I called [] to say that I hadn't heard anything from him. He advised that he was still "tied up" on the emergency project but would notify me soon.

20 April 1961

STAT

[] advised that he would go to New Building on 21 April to measure space allocated for files and advise me.

27 April 1961

Received copy of Floor Plan for the File Section in New Building (See attached Routing and Record Sheet, dated 27 April 1961). Also, received copies of Wassel Company proposal for filing Applicant Cards.

STAT

STAT

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Dated 5/19/61 from Vander Register - OF

Talked to [] & asked him what happened to him. He said they had him "chained to the desk".
Then asked him about the above Regusitua +

He said [] selected the type of equipment & [] approved it. STAT
Told him we would send it along to OF but STAT
they (OF) really hadn't approved themselves

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800110026-2
B-1/6/61 for the present and file equipment